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ATTACHMENT NO. 1

GENERAL DESCRIPTION AND QUANTITY OF EQUIPMENT REQUIRED

1. The equipment listed below will be installed in an arrangement similar to that shown in Tab "A".

Open Shelf Filing Equipment Quantity	Description
6	Single face section starter units
14	Single face section adder units
11	Double face section starter units
8	Double face section adder units
7	Single face section end panels
19	Double face section end panels
20	Single face section dust canopies
19	Double face section dust canopies

The width of the unit should be 36 inches; height 92 inches.

2. In addition to the description shown above it is requested the following features be shown in the specifications for the equipment to be ordered:

a. Shelves
   1. Shelf backs are to be between 5 and 6 inches high
   2. The shelves and backs are to be slotted on one inch centers to permit easy adjustment of shelf partitions.
   3. Each shelf is to be equiped with 5 shelf partitions 6 inches high that can be removed easily and relocated.
   4. The ends of the shelves are to be formed by one 90° bend. The corners of the shelves are to be welded and finished.
   5. The shelf support brackets are to support the full depth of the shelf.
   6. Shelf width to provide a minimum of 35.25 inches of filing space.
   7. Shelf depth to be a minimum of 12 inches, excluding devices used to attach shelf to the uprights.
   8. Each shelf is to be equiped with a shelf guide tab that is to be attached to one of the shelf support brackets. The shelf guide tabs are to be long enough to be visible beyond the 15 inch length of the folders and to support a tab with a visible reading surface of about 3 inches x ½ inch.
   9. The top edge of the shelf back and the front edge of the shelf is to be formed by three 90° bends.
   10. All edges of the shelves, supports and partitions are to be finished to prevent damage to either employees or folders.
   11. Seven adjustable shelves for each single faced section and fourteen adjustable shelves for each double faced section are to be furnished in addition to the fixed bottom shelf.

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b. Uprights
   1. The steel uprights are to be punched on one-inch centers to permit adjustment of the shelves.
   2. The length of the uprights, 92 inches is to be sufficient to permit an opening between all shelves, above a 3 inch base, of at least 10½ inches including the opening between the top shelf and the dust canopy.
   3. The uprights are to rest on floor brackets that are equiped with a satisfactory material to prevent lateral shifting.
   4. Uprights to stand 36 inches apart, on upright centers, supported by spreaders top and bottom.

c. Bracing
   1. Sway braces will be provided to adequately brace sections of shelving except those individually attached to a wall.
   2. Top bracing is to be provided to prevent buckling and is to be attached at right angles to the long axis of the sections.

d. Closed Base
   Each section is to be provided with a closed base 3 inches high by 15 inches deep and is to be made of one piece of sheet metal formed to make the bottom shelf and closed base.

e. Finish
   1. All edges are to be smooth and all surfaces free from imperfections.
   2. All components are to be finished with gray paint to meet Agency specifications.

f. Label holders
   Two label holders will be provided for each double faced finished end panel. One label holder will be provided for each single faced finished end panel.

g. Dust canopies and finished end panels
   These two components are to be attached and supported in a manner that will not interfere with the normal operation of the equipment.

3. The gages of metals to be used in the fabrication of this equipment* have ~~been intentionally omitted from this general description.~~

4. The Bid Specifications should provide for the successful bidder to provide labor and technical supervision for the erection and adjustment of the shelving.

*will be those normally used by the vendor.

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5. Furniture

Quantity	Description
1	Supervisors desk
1	Log Desk
5	Work stations

a. The Supervisors desk should be 30 inches high, 24 inches deep and 36 inches wide equiped with a desk rail about 3 inches high generally positioned as shown in the Tab "B". Metal construction is required

b. The Log Desk should be 30 inches high, 24 inches deep and 36 inches wide with a storage rack attached to the top, opposite the drawer opening. The storage rack should be made 12 inches deep, 36 inches wide, 36 inches high and partitioned in the manner shown in Tab "C" Metal Construction is required. (18 gauge steel suggested for storage/rack)

c. The Work Stations should be 30 inches high, 24 inches deep and 36 inches wide with a sorting rack attached to the top opposite the drawer opening. The storage rack should be made 12 inches deep, 36 inches wide 24 inches high and partitioned on 6 inch centers as shown in tabs D & E, Metal construction is required. (18 gauge steel suggested for sorting rack)

6. File Carts

Quantity	Description	Catalogue Number
4	Ledger tray	Remington Rand. #2222.15
4	Tubular leg ledger tray base	Remington Rand #222.15
4	10 inch step assembly	Remington Rand Special Order.

The file cart is a composit unit to be used to transport folders 9½"W X 15"L and to provide a 10 inch portable step to aid personnel to reach the folders filed on the top shelf of the filing equipment. The ten inch step is to be attached to one end of the tubular leg ledger tray base [illegible] a hinge that permits the step to come into firm contact with the floor when in use; however, when the step is not in use a spring is to elevate the step about two inches to permit the file cart to be moved easily. See Tab "F" for a sketch and description of the unit.

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Quantity	Description	Catalog Number
7	36" table one drawer, Art Metal modified in accordance with Sepcifications shown in attachment (See Para. 5)	12T36-24
4	Muer Ledger Tray, Remington Rand	2222.15
4	Ledger tray Base, Remington Rand	222.15
4	Step Assembly, 10 inch, Remington Rand	Special Order
	These component items to be assembled by sender in accordance with specifications shown in attachment (See Para. 6)	

OPEN FILE SHELVING
Art Metal or equal

6	Single face section Starter Unit
14	Single face section adder "
11	Double face section Starter "
8	Double face section adder "
7	Single face section end panels
19	Double face section end panels
20	Single face section dust canopy
19	Double face section dust canopy

For Specifications see paragraphs 1 through 4 in attachment

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